

## MEETING#3- January 20

At a Special Work Session of the Madison County Board of Supervisors on January 20, 2015 at 6:00 p.m. in the Madison County Fire hall Lounge Room located at 1223 N. Main Street:

PRESENT: Doris G. Lackey, Chair  
R. Clay Jackson, Vice-Chair  
Jonathon Weakley, Member  
Robert W. Campbell, Member  
Kevin McGhee, Member  
V. R. Shackelford, III, County Attorney  
Ernest C. Hoch, County Administrator  
Leo Tayamen, Finance Director  
Jacqueline S. Frye, Deputy Clerk

### **Agenda:**

#### **1. Call to Order**

Chairman Lackey called today's session to order; the purpose of tonight's meeting is to discuss facilities.

#### **2. Pledge of Allegiance & Moment of Silence**

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

#### **3. Determine Presence of a Quorum/Adoption of Agenda**

Chairman Lackey advised that a quorum was present.

Chairman Lackey suggested that Mr. Peter Huddleston of Valley Office System be added to tonight's agenda to provide information on a sound system.

Supervisor Jackson moved the adoption of today's Agenda as amended, seconded McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

#### **4. Facilities Planning/Update**

The County Administrator provided the following outline on facilities planning from 2013 to date:

- Why (work is needed)
- Steps that will be required
- Time frame in which projects can be accomplished

Options:

- Whether to move forward with an incremental approach, or
- Whether to move forward with a delay and full build approach in the future

- ✓ Electoral Board: The Registrar's Office is in need of additional space, based on State security requirements; the current office location isn't handicap accessible (narrow doorway); the front door to the Thrift Road Complex will also need to be upgraded (possibly with automatic opening door); relocating the County administrative functions from the Thrift Road Complex will allow the Registrar's Office to relocate to the front of the building and will also provide additional office space for other functions, if needed.
- Recording/Security System: The proposed recording system will allow for minutes to be recorded electronically and could be easily searched by 'word'; system also has hand-held speakers that can be used by those with hearing difficulties.
- Administration Center: Renovations at the administration auditorium would allow County functions to be centrally located in one area; expansion to the rear of the building could be phased in; roof replacement in progress; ADA upgrades have been done (i.e. elimination of all steps and steep ramps; future upgrades have been identified (i.e. bathrooms).

- War Memorial Building: Discussions focused on the Board utilizing the WMB courtroom for monthly meetings; sound system will need to be upgraded for Board use; proposed sound system can include security devices.
- Internet Connection: Current system is outdated; proposed system will require direct cable wire and will call for elimination of existing radio system; hard wire system is being investigated for the existing courtroom, Commonwealth Attorney's Office, and may also include the fire house and rescue squad building.

At this point, it's felt that a slow, incremental approach will be the best option to move forward within the County budget and financial means.

Comments from the Board included the following:

- *Supervisor Jackson: Feels there is a need to assess existing ADA issues and limited space; feels there was a consolidated approach utilized in the past (for some County offices) that didn't seem to serve the public well.*
- *Supervisor Weakley: Feels there's a need to provide standardized meeting space and deal with issues involving the narrow entryway to the [Registrar's] office.*
- *Supervisor McGhee: Feels there's a need to deal with current space issues.*
- *Supervisor Campbell: Feels that funding was 'wasted' in the past; also feels there's a need to develop a long-range, irreversible plan for the future.*
- *Chairman Lackey questioned if it was the consensus of the Board to proceed on an incremental basis and not develop a long-range plan.*
- *Supervisor Jackson suggested that the process be partnered with a grand plan for facilities; feels the current Board can proceed with small steps, based on budgetary needs, and a future Board will have the option to incorporate these steps into a grand plan; although a past consolidation plan didn't progress forward, he feels that consolidating County offices into one centralized location will provide a cost savings and be advantageous for the citizens.*

After discussion, the Board suspended the conversation on facilities update and moved forward with the discussion on the sound system.

- **Sound System (Peter Huddleston & Steve Hoebeck [Valley Office Machines, Inc.])** Peter Huddleston and Steve Hoebeck were present to provide an overview of the proposed sound system.

Mr. Huddleston advised the:

- *System will provide a better recording than the existing recording device*
- *System is configured to be transcribed in different formats and will allow 'links' to be inserted into the minutes to tie directly back to the recordings, and*
- *System will not directly convert the vocal into a transcribed document*
- *Recordings can be converted into a variety of formats and can be posted in a .PDF format to the website for the public*
- *System is very configurable.*

Mr. Hoebeck advised the:

- *System will allow for auto mixing*
- *System has hand-held units to assist those with hearing impairments*
- *Microphone configurations can be tailored to suit the needs of each specific meeting process (i.e. Board of Supervisors, Planning Commission, Court hearings, etc.)*
- *System will handle all auto-processing that may be required*
- *System also allows for an audio recording through an alternative system (i.e. earpiece).*

Specifics of the equipment included the following:

- *Cost of \$28,000.00 (recording system and cameras)*
- *Cost of \$17,000.00 (excluding camera system)*
- *Equipment (excluding the wiring) can be moved to another location if desired*
- *System is expandable*
- *Upgrades are required every two (2) years*

- Equipment has a lifespan of about fifteen (15) years depending on the type of storage medium involved (i.e. magnetic, thumb drive, CD's, DVD's, etc.)
- Equipment failures will be replaced/repared as quickly as possible
- The cost for a security camera is relatively minimal
- Annual maintenance for the system will be about \$1,200.00
- Audiovisual recordings will require infrastructure to support this type of data storage

After discussion, the following points were made:

- The proposed system can be used by the Judge in the event the Board moves the meetings to another location
- Any costs associated with the court security system is funded through the facilities departmental budget

***\*The Board returned to Item 4 – Facilities Planning/Update\****

The County Administrator provided documentation on the general layout of the auditorium after renovations are complete.

Additional information provided focused on:

- *Full build option or phased in (for administration center)*
- *Hallway would extend to the new addition*
- *Elevator would be installed to allow access to the lower level*
- *Lower level would have a door that faces the Health Department*
- *Site work will be needed*
- *Additional offices could be located on the lower level (to include a conference room)*
- *Could design a permanent meeting room (for the Board) on the lower level*
- *Estimated cost of \$2,000,000.00 (based on square footage [\$175 per sq. ft.]; for auditorium, elevator installation, site work, contingency, etc. = \$180,000.00 annually in debt service payment (3.5% interest for fifteen [15] years + one cent on the annual real estate tax rate) – debt service roll off will be noted within three (3) to four (4) years*

Available options include:

Option #1: Move forward to incorporate incremental steps to:

- ✓ *Install sound system in the courtroom*
- ✓ *Build offices in the auditorium*
- ✓ *Authorize architect to provide a final plan and estimate of cost*
- ✓ *Place project out for bid*

Option #2: To do nothing

- ✓ *Plan to make a decision in 2017-2018*
- ✓ *Move forward, contingent upon budgeted funding availability*

Other items of interest include:

- ✓ *Expiration of the lease for social services (in 2018)*
- ✓ *Possibility of relocating the task force and EOC into the space (currently occupied by social services)*
- ✓ *Selling the Old ABC Building*
- ✓ *Space occupied by the Madison Literacy Council and Rapidan Better Housing will need to be demolished*
- ✓ *Old Investigator's Office is still useable*

Completed CIP items noted include:

- ✓ *New roof at the Sheriff's Office, Old ABC Building & Administration Center*
- ✓ *Storage building (transfer station)*
- ✓ *Recycling Center expansion*
- ✓ *Roof will be repaired at Clerk's Office (weather permitting)*
- ✓ *Upgrades to the WMB (i.e. paint, door replacement)*
- ✓ *Installation of surface drains at the Commonwealth Attorney's Office*
- ✓ *COA has asked to put a small office in the basement for OAR [COA needs additional space due to the need for client privacy]*

Citizen input:

Pete Elliott was present and noted the problems at the Commonwealth Attorney's office have always been in place; drain tile is located on top of the footer and needs to be placed below it; drainage will continue to run into the cinderblock until this is corrected.

Conclusion:

The County Administrator recommended the Board move forward with:

- ✓ A 'phased in' approach
  - ✓ Attaining drawings for the proposed space
  - ✓ Attaining estimates for the work
- \*It was noted there is \$200,000.00 in the contingency fund that can be used to fund some of today's proposed improvements\***

Additional points included:

- ✓ School budget doesn't appear to have any significant issues
- ✓ Costs for health insurance are uncertain (felt there will be an increase)
- ✓ Deemed that more funding will be provided from the State next year due to composite index and County reassessment
- ✓ Proposed costs for the regional jail.

Comments from the Board focused on:

- ✓ Citizen inquiry about the space at the health department
- ✓ Concerns about the roof beams and **bearing** walls

Although the health department does pay rent for the space, the building wouldn't be large enough to accommodate all the changes being discussed; other County buildings have been investigated for use, but renovation costs would be involved and space needs wouldn't be fulfilled. It was also noted the copy of the floor plan provided tonight would be compatible with the current structural setting.

Comments regarding prioritization of projects included the following:

- *Supervisor Campbell: Suggested the roof renovations (at the administration building) be completed; not in favor of changing the auditorium at this time – feels County offices can remain at Thrift Road for an additional six months; not in favor of spending funds on the courtroom until a decision is made where the Board will be meeting; feels the minutes are very abbreviated and doesn't feel that purchasing a sound system (costing \$30,000.00) is necessary at this point (i.e. suggested the County purchase a stand, boom box and speakers to improve the level of sound, or purchase a little recorder that isn't handheld).*
- *Supervisor Weakley: Suggested a decision be made as to where the Board will be meeting; if the sound equipment is purchased for the courtroom, it will remain in place and the County will have to invest money for an additional system; also expressed concern of the proposed increase in the jail budget; final numbers for healthcare haven't yet been received (for the County or school system); agrees with a planning process (i.e. drawings/estimates; understands the need to improve overall governmental functions; questioned if there could be space trade-offs and a plan to consolidate the use of existing County space.*
- *Supervisor Jackson: Advised he was in favor of the 'phased in' approach; not in favor of purchasing a sound system just yet; feels the County should develop overall plans and noted there were plans developed in the past for possible expansion of the administration building; doesn't want to see the County still discussing this need seventy years from now; feels today's ideas are all subject to what transpires in the upcoming budget process; would be in favor of moving forward with some of the project if funding is available; suggested more firm pricing and concrete plans be attained before moving forward, or move forward with the original plan developed from years past.*
- *Supervisor McGhee: Feels the measures the Board has undertaken have been productive and necessary; advised he wasn't in favor of making a purchase at this point, but does feel that a better audio system would be an asset for the County overall; suggested the Board deal with top priorities as identified; accomplishing goals is something that will need to be addressed; feels that moving some of today's ideas to FY2018 is acceptable (once social services building lease expires); budget numbers are still uncertain; feels it would be an asset if tighter estimates could be provided on tonight's proposals.*

- *Chairman Lackey: Agreed that a 'phased in' approach is the best option and feels a step-by-step proposal will be needed; there is \$200,000.00 in this year's budget to fund facility upgrades; urged that something be done about the sound system immediately; suggested something be purchased for the existing auditorium if the Board isn't going to utilize the WMB courtroom.*

The County Administrator advised that a rough estimate of costs for plans/specs can be attained, but may take at least two (2) years to complete. In the event the auditorium remains as is and County administration offices remain at Thrift Road, the Registrar's Office will not have any additional space.

In regards to the sound system, the following comments were made:

- *Supervisor Jackson: Feels an improved sound system is needed for the courtroom; however, he suggested the Board purchase something that would be lasting and provide better sound than what's currently in place; he advised he wasn't in favor of purchasing the sound system, as the budget is the main issue in place at this time; he feels the County has an additional six months to use the \$200,000.00 set aside for maintenance of facilities; suggested firm numbers be made available in order to make any progress.*
- *Supervisor Campbell: Questioned whether the County could elect to rent portable trailers for the staff at the Thrift Road Complex in the interim; this will allow the Registrar to have additional space.*
- *Supervisor Weakley: Suggested the Board receive input on space needs for the Registrar, and whether the conference room could provide additional space.*

The County Administrator advised there doesn't appear to be a way to renovate the Thrift Road Office on a short-term basis without any major relocation of the other offices.

- *Chairman Lackey: Suggested all the offices at Thrift Road be relocated to the new Tourism/Economic Center on the entire second floor; however, this will call for an elevator to be installed.*
- *Supervisor McGhee: Feels the suggestion to rent portable trailers could be a viable option if this fits into the plan.*

After discussion, it was suggested the Madison Electoral Board be asked to attend a meeting to provide input on what the Code of Virginia advises regarding office space requirements; the County Administrator was also asked to attain price estimates for today's proposed renovations and attain pricing for an improved sound system for the existing auditorium.

## 5. Public Comment

Chairman Lackey opened the floor for public comment.

The following citizens provided input:

- ✓ *Eleanor Montgomery: Comments pertained to the contingency fund; the possibility of a tax increase for the citizens; proposed costs for other County projects; proposed increase cost for the regional jail; suggested funds be saved before anything is spent; urged the Board to listen and effectively represent the citizens.*
- ✓ *Pete Elliott: Comments pertained to the fact there is no master plan (i.e. five year plan) for any of the proposed buildings; no input has been provided as to where any offices will be located; concerned about the increase costs for the regional jail and what transpired with the \$900,000.00+ in leftover funding from the last budget year; suggested that instead of spending the \$200,000.00 for roof renovations, CIP funding should be used.*
- ✓ *Joe May: Comments pertained where the leftover funding [from the general fund] went; feels there's no explanation as to what's going on; also advised he has no desire to meet with the Administrator and expressed personal reasons as to why.*
- ✓ *Ann Ferguson: Comments pertained to a recent meeting with electoral board staff; ADA concerns have been resolved; lack of parking at WMB; no explanation provided for tonight's proposed building renovations; the probability of additional costs to remove hazardous materials from renovation site; suggested workshop sessions be held in the auditorium; feels a good democracy is one that keeps itself under control; provided history as to why the auditorium floor is slanted).*

- ✓ *Junior Carpenter: Commented on the \$200,000.00 [in contingency] as not being 'extra money; County debt is over \$10,000,000.00 currently and money in the contingency fund doesn't absolutely have to be spent right now.*
- ✓ *Bruce Brown: Comments pertained to college graduates providing free planning services in order to attain their master's or doctorate degree; he suggested some of the colleges be contact to investigate this option.*
- ✓ *Bill Heflin: Suggested the County build a governmental center at the Clore Property and eliminate all the small buildings located in the Town.*

Chairman Lackey suggested that each citizen providing public comment schedule a time to meet with the County Administrator to receive an explanation of the budget funding, categories, and County facilities. In closing, she urged the County Administrator to write a memorandum to explain how the \$900,000.00+ (leftover funding) was utilized within the budget.

It was noted that in the past:

- The County has participated in working with past UVA student interns who offered their services free of charge; however, this practice wasn't fruitful.
- Ideas pertaining to the Clore Property were discussed in the past, as was the prospect of possibility building a new school on the site if needed.

In closing, Chairman Lackey advised the Board is charged with the prudent/judicious use of revenues received by the County; the Board's first priority is to promote the **healthy**, safety, welfare, and meeting the needs of our citizens; during budgetary preparations, the process is always done with the good of the citizens in mind, and after assessing what would be most beneficial for the County overall. .

With no further public comment being brought forth, Chairman Lackey closed the public comment opportunity.

#### **6. Information/Correspondence (if any)**

Supervisor Campbell: Advised of 3.5 acres the County assumed ownership of in 1994; property is adjoining the national park; stipulation called for a parking lot to be constructed, which wasn't done.

The County Attorney and County Administrator were asked to investigate to see if the County still owns the property.

#### **7. Adjournment**

With no further action being required by the Board, on motion of Supervisor Campbell, seconded by Supervisor Weakley, Chairman Lackey adjourned the meeting. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

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Doris G. Lackey, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors

Adopted on: March 9, 2015

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell,  
Kevin McGhee, V. R. Shackelford, III & Constitutional Officers

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**Agenda**  
**Special Work Session**  
**Madison County Board of Supervisors**  
**Tuesday, January 20, 2015 at 6:00 p.m.**  
**Madison County Fire hall Lounge Room**  
**1223 N. Main Street, Madison, Virginia 22727**



**Agenda Items**

1. Call to Order
2. ***Pledge of Allegiance & Moment of Silence***
3. Determine Presence of a Quorum/Adopt Agenda
4. Facilities Planning/Update
5. Public Comment
6. Information/Correspondence
7. Adjournment